

Employee Move Reference Guide

- Recycle prior to the move. Contact your move coordinator for guidance in recycling as you purge files.
- Advise Move Coordinator of special needs in advance of the move.
- Review your office layout and submit as approved or with corrections to the Move Coordinator by the established date.
- Arrange with Move Coordinator for packing/moving if occupant will be out of the office at time of move.
- Complete and place labels on all items to be moved and also those to go to surplus.
- A DI-1934 (Property Pass) must accompany any items, including personal property that the occupants wish to remove from the building
- Complete all packing prior to the start of the actual move. Pack and move all personal items 3 days prior to move schedule. A safe room is provided. Ask your coordinator for details. If you have plants, ask a friend in another part of the building to care of them for a while.
- Notify Move Coordinator of any art from the MIB or BIA Art-In-Office Program.
- Notify Move Coordinator of any art or objects on the walls that will not be moved. These objects must be tagged with a “Surplus” label.
- If you are moving into wing 4 or any other modernized space you need to attend a training session on how to use your new telephone instrument. Ask your coordinator about the schedule and sign up for a session.
- Do not pack your existing telephone set into your crates. The DOI telecom technician will remove or relocate phones as necessary.
- Collect the key to your new space and return keys to your existing office. Coordinate this activity with your move coordinator.
- Follow the procedures for computers at the designated time.
- Occupants will not be permitted in the areas of origin and destination during move activities unless designated by the Move Coordinator. This rule will be strictly enforced for safety and insurance liability reasons.
- Unpack in a timely manner once moved and return all move containers to the designated location by the end of the first working day but no later than the end of the week following the move.
- Notify your move coordinator if your phone, computer or any other equipment is not working.
- Notify your move coordinator of any damaged or missing items.
- Participate in the move survey and provide us with any suggestions to enhance the move process.